

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
April 20 - 24, 2015**

MONDAY, APRIL 20, 2015

*2:30 pm Solid Waste Board

Port & Resource Recovery
2561 S. Broadway

TUESDAY, APRIL 21, 2015

*5:00 pm Veterans' Recognition Subcommittee

Room 201, Northern Building
305 E. Walnut Street

*7:00 pm Board of Health

Rock K Ranch
2372 Day St., Greenleaf

WEDNESDAY, APRIL 22, 2015

*5:30 pm Human Services Committee

Room 200, Northern Building
305 E. Walnut Street

THURSDAY, APRIL 23, 2015

*8:30 am Aging & Disability Resource Center Board of Directors

ADRC
300 S. Adams Street

*5:30 pm Administration Committee

Room 200, Northern Building
305 E. Walnut Street

FRIDAY, APRIL 24, 2015

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD
*** Monday, April 20th – 2:30 pm**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – March 16th, 2015 Meeting Minutes
5. Announcements/Communications
6. South Landfill/Resource Recovery Park Project by Foth Companies – *Update*
 - C&D Recycling Memo #4
 - Appendix G Waste to Energy Options
7. Standard Operating Procedures for Port & Resource Recovery Department Funds Managed by PFM Asset Management, LLC and Brown County Treasurer's Office – *Update*
8. HHW VSQG Dental Amalgam Effort – *Update*
9. Fox River Fiber Notice of Claim - *Update*
10. Compactor and Building Expansion - *Update*
11. General Engineering RFP – *Update*
12. BOW Shingle Recycling Effort – *Update*
13. 2014 Industrial Achievement Award - *Update*
14. Director's Report
15. Such other Matters as Authorized by Law
16. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Ed Koslowski, Vice Chair
Rosemary Desisles, Lynn Geiser,
Jim Haskins, John Maino, Delores Pierce,
Duane Pierce, Tracy Rosinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1684**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, APRIL 21, 2015

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of March 17, 2015.
5. Possible discussion/review regarding Veterans Appreciation Day at the Brown County Fair in preparation for 2015.
6. Discussion re: Covered stage.
7. Discussion re: Recognition item for female veterans.
8. Possible discussion regarding honoring female veterans at Veterans Appreciation Day at the Brown County Fair.
9. Discussion re: Veterans Day donation list.
10. Report from Committee Members Present (Erickson, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).
11. Report from CVSO Jerry Polus.
12. Comments from Carl Soderburg.
13. Such Other Matters as Authorized by Law.
14. Adjourn.

Bernie Erickson, Chair

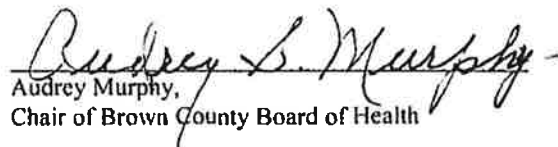
Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BADKE NOTICE
BROWN COUNTY BOARD OF HEALTH

Pursuant to Wis. Stat. Section 19.84(2) and(3), notice is hereby given to the public, to the Green Bay Press-Gazette, the official newspaper of Brown County, and to those media who have filed a written request for this notice that a majority of the **Brown County Board of Health** may be present at the **N.E.W. Patriots' April 21st Wind Energy Presentation/Q&A session at 7 p.m. on Tuesday, April 21st, at Rock K Ranch, 2372 Day St. (Hwy 96), Greenleaf, WI, 54126**, to gather information about a subject over which the Health Department has decision-making responsibility. For purposes of the open meeting law only, this constitutes a meeting of the Brown County Board of Health pursuant to State ex rel Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that the Brown County Board of Health will take any formal action at this time.

Please take notice that it is possible additional members of the Brown County Board of Supervisors may attend, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this session. This session is for informational gathering only.

The subject matter intended for consideration is Wind Energy.


Audrey Murphy,
Chair of Brown County Board of Health

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

HUMAN SERVICES COMMITTEE

Patrick Evans
Dan Robinson, Erik Hoyer,
Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, April 22, 2015

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 25, 2015.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center Board Meeting (February 26, 2015).
 - b. Community Options Program Planning Committee (March 23, 2015).
 - c. Human Services Board (April 9, 2015).
 - d. Veterans Recognition Subcommittee (March 17, 2015).

Communications

2. Communication from Supervisor Robinson re: That the new County Human Services Director and the Human Services Department staff put together a report to be presented at the August Human Services Committee, with monthly updates to the Committee that examines: CTC/In-patient Mental Health & AODA County Services; community Mental Health and AODA County Services; Mental Health and AODA services offered by the community in general with which the County has a partnership. *Standing item.*
3. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April, 2015 County Board.*
4. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April, 2015 County Board.*

Resolutions

5. Resolution re: Brown County Classification Salary Range; referred from April, 2015 County Board.

Health Department

6. Update re: Sanimax.

Human Services Department

7. Resolution re: Helping families move from homelessness to self-sufficiency. *Standing Item until such time that there is action to be taken.*
8. Budget Adjustment Request (15-20): Any increase in expenses with an offsetting increase in revenue.
9. Budget Adjustment Request (15-21): Any increase in expenses with an offsetting increase in revenue.
10. Executive Director's Report.
11. Summary of Services provided by the Brown County Community Treatment Center Outpatient Clinic.
12. Financial Report for Community Treatment Center and Community Programs.
13. Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
14. Request for New Non-Continuous Vendor.
15. Request for New Vendor Contract.

Aging & Disability Resource Center – No agenda items.

Syble Hopp – No agenda items.

Veterans Services – No agenda items.

16. Such other Matters as Authorized by Law.
17. Audit of bills.
18. Adjourn.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD OF DIRECTOR'S MEETING

**Thursday, April 23, 2015 at 8:30 a.m.
300 S. Adams Street, Green Bay WI 54301**

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting of March 26, 2015	Yes	Yes
5. Comments from the public		
6. Finance Report		
a. Review and approval of March 2014 Finance Report	Yes	Yes
b. Review and approval of Restricted Donations	Yes	Yes
7. Executive and Finance Committee Report		
a. Limited Term Employee Request	Yes	
b. Investment Policy Development	Yes	
8. Staff Report: I & A/Enrollment Counseling Mary Schlautman		
9. Directors Report		
a. Board Survey Results	Yes	
b. Aging Plan Listening Sessions	Yes	
c. Brown County Classification and Compensation Plan	Yes	
d. Brown County Resolution supporting ADRC's	Yes	
10. Legislative Updates		
11. Announcements		
12. Next Meeting – May 22, 2014 Transportation Program –NEW Curative		
13. Adjourn-		Yes

Marvin Rucker, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Allan Jamir, Vice Chair
Jamie Blom, Thomas De Wane
Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, April 23, 2015

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 15, 2015 Special Meeting.

Comments from the Public

1. Review Minutes of: *None.*

Communications:

2. Communication from Supervisor Hoyer re: All new Supervisors automatically be assigned a county e-mail address to serve as a contact point for constituents as well as all contact from the County offices and business; *referred from March, 2015 County Board.*
3. Communication from Supervisor Schadewald re: Request that the Administration Committee revisit Chairman Moynihan's proposal for computer equipment for Supervisors; *referred from March, 2015 County Board.*
4. Communication from Supervisor Zima re: The Administration Committee review Brown County's Flexible Benefit Program; *referred from March, 2015 County Board.*
5. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the County employee turnover rate is by department and the corresponding reason for turnover; *referred from April, 2015 County Board.*
6. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April, 2015 County Board.*

Corporation Counsel:

7. Monthly Report, February, 2015.
8. Monthly Report, March, 2015.

County Clerk:

9. Budget Status Financial Report, December, 2014 (unaudited).
10. Budget Status Financial Report, January, February and March, 2015.

Treasurer

11. Budget Status Financial Report, December, 2014 (Final).
12. Treasurer's Report.
 - a. Status of Tax Collection partnership(s).
 - b. Update re: Sale of tax deeded lands by BC Code Chapter 3, Section 3.06 & Wis. Stat. 75.
 - c. Setting a date for presentation by winner of RFP Project #1873 – Financial Advisory Services.
 - d. Discussion and possible action re: Class 3 notices and Brown County Treasurer's Office Budget line items – 5310 & -5810.

Child Support:

13. Budget Status Financial Report, December, 2014 (unaudited).
14. Budget Status Financial Report, February, 2015.
15. Departmental Openings Summary, March and April, 2015.
16. Agency Director Summary, March, 2015.
17. Agency Director Summary, April, 2015.

Technology Services:

18. Budget Status Financial Report, February, 2015.
19. Technology Services Monthly Report, March, 2015.
20. Technology Services Monthly Report, April, 2015.

Human Resources

21. Resolution re: Brown County Classification Salary Range; *referred from April, County Board.*
22. Resolution re: Change in Table of Organization for the Administration Department Senior Buyer.
23. Budget Status Financial Report, December, 2014 (unaudited).
24. Budget Status Financial Report, February, 2015.
25. Activity Report for February and March, 2015.
26. Departmental Opening Summary, March and April, 2015.
27. Director's Report, March, 2015
28. Director's Report, April, 2015.

Department of Administration:

29. Resolution re: Requesting Approval for Brown County to Accept Donations Relating to the "Discover Brown County: Summer Passport 2015" Program.
30. Budget Status Financial Report, January and February, 2015.
31. 2015 Budget Adjustment Log.
32. Departmental Opening Summary, March and April, 2015.
33. Director's Report, March, 2015.
34. Director's Report, April, 2015.

Other

35. Audit of bills.
36. Such other matters as authorized by law.
37. Adjourn.


Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

APRIL 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 11:00 am	2 Ed & Rec 5:30 pm	3	4
5 	6 Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14	15 Special Admin 6:00 pm Board of Supervisors 7:00 pm	16	17	18
19	20	21 Veterans Recognition Subcmte 5:00 pm	22 Human Services 5:30 pm	23 Admin Cmte 5:30 pm	24	25
26	27 Land Con 5:30 pm PD&T 5:45 pm @ Public Works Dept	28	29	30		

MAY 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 11:00 am	7 Ed and Rec 5:30 pm	8 CICB 8:00 am	9
10  Mothers Day	11 Executive Cmte 5:30 p.m.	12	13	14	15	16
17	18	19 Veterans Recognition Subcmte 5:00 pm	20 Board of Supervisors 7:00 pm	21	22	23
24 31	25 Memorial Day County Board Office Closed 	26	27 Human Services 5:30 pm	28 Admin Cmte 5:30 pm	29	30

BROWN COUNTY COMMITTEE MINUTES

- ✓ **Human Services Board (April 9, 2015)**
- ✓ **Library Board (March 19, 2015)**
- ✓ **Local Emergency Planning Committee (March 10, 2015)**

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 9, 2015 in in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Helen Smits, Carole Andrews, Craig Huxford, JoAnn Grashberger

Excused: Bill Clancy, Susan Hyland

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Director of Community Programs
Michelle Hermes, Director of Nursing-Hospital
Dawn LaPlant, Health Information Manager
MSW Student

1. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

GRASHBERGER/LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of March 12, 2015 Human Services Board Meeting:

ANDREWS/SMITS moved to approve the minutes dated March 12, 2015.
The motion was passed unanimously.

4. Approval of the Bylaws of the Medical Staff of the Brown County Community Treatment Center:

Director of Community Programs Fennema stated that the bylaws were updated as a response to the most recent state survey. They specify the responsibilities of the governing body, which is now the Human Services Board. Board Member Andrews is serving on the QAPI Committee.

ANDREWS/SMITS moved to approve the medical staff bylaws of the CTC.
The motion was passed unanimously.

5. Approval of the Quality Assurance and Performance Improvement Policy:

HIM Manager LaPlant stated that the Quality Assurance and Performance Improvement Policy defines the scope, roles, responsibilities and meeting structure of the QAPI program.

GRASCHBERGER/HUXFORD moved to approve the Quality Assurance and Performance Improvement policy.
The motion was passed unanimously.

6. Approval of the Sentinel Event Management Policy.

HIM Manager LaPlant stated that the Sentinel Event Management Policy defines what a sentinel event is, how to do the root cause analysis and the reporting structure.

ANDREWS/LAUNDRIE moved to approve the Sentinel Event Management policy.
The motion was passed unanimously.

7. Executive Director's Report:

Executive Director Pritzl presented and handed a written report to the board (attached).

LAUNDRIE/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

8. Financial Report:

A financial report was submitted with the board packet agenda. Executive Director Pritzl stated that our Finance Manager has resigned and they have a transition plan in place.

SMITS/HUXFORD moved to receive and place on file.
Motion was carried unanimously.

9. Statistical Reports:

Please refer to the packet which includes this information.

10. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

11. Request for New Vendor Contract:

Please refer to the packet which includes this information.

12. Other Matters:

Chairman Lund announced that presentations from the various Human Services units will resume at the board meetings. Smits stated that the unit updates help the board to know what the departments' needs are.

Q: Citizen Board Member Huxford asked how the proposed psychiatric center in the area would affect our Community Treatment Center hospital.

A: Director of Nursing Hermes stated that she doesn't foresee us being in competition as we serve a different clientele than they would. Our mission is to serve the individuals who aren't able to be seen at other facilities in the area.

Q: Citizen Board Member Huxford asked about an issue of a client not being admitted to the CTC due to capacity and being transferred to the ER.

A: Director of Nursing Hermes stated that it usually isn't about having the beds available but instead, it's an issue of having the psychiatrists available to see the clients.

Q: Citizen Board Member Laundrie asked what is being done with clients who are detoxing.

A: Director of Nursing Hermes stated if individuals have any history of seizures or withdrawals, they need to go to a medical facility and diversion is not able to be utilized.

Q: Citizen Board Member Laundrie asked about a news broadcast she saw talking about laying off people in our department.

A: Executive Director Pritzl stated that was in reference to the transition of our clients to Family Care. Director of Community Programs Fennema stated it is a state requirement to do the press release and we did tell all affected staff ahead of time. Most of the affected staff members have secured positions with the Managed Care Organizations. Fennema stated we will have specific numbers of where employees are going when we get closer to the transition date. Pritzl also added that Channel 5 came out and interviewed our Long Term Care Manager regarding the press release.

Next Meeting: Thursday, May 14, 2015
5:15 p.m. – Sophie Beaumont Building, Board Room A

13. Adjourn Business Meeting:

ANDREWS\SMITS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:40 p.m.

Respectfully Submitted,

Kara Navin
Office Manager/Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board & Committee

April 9, 2015

Members of the Board/Committee:

It would seem fitting to start by expressing my gratitude for being selected as the Executive Director of Brown County Human Services, and to provide some background as an introduction to you as board members. Prior to starting this position, I was working for the University of Wisconsin-Madison as the Director of the Southern Child Welfare Training Partnership. Before being in that position I was a health and human services director in Dodge and Columbia counties for five and a half years cumulatively. My educational background includes a Masters of Science in Social Work from UW-Madison, and a Bachelors of Social Work from UW-Green Bay. I am just completing my Masters of Business Administration from Lakeland College, and will graduate in May.

I am only in my first two weeks here, and I have been immersed in learning about the programs, resources and people within the department, and in the community. I have spent time at the Community Treatment Center becoming familiar with the operations at the facility. The interim administrator, Jordon Bruce from Aprara Consulting, has been doing a very good job at working through the issues identified in the recent surveys, including implementation of the plan of correction. In addition to the surveys, other changes have been made to the staffing plan to smooth out operational issues, and provide better continuity of service and care. The recruitment has started for the administrator position, as the consulting arrangement is short term.

The roll out planning for Family Care continues, and the long term care staff members have been continuing to provide services to people before the transition. Staffing for this has been a challenge as we focus on the needs of the people receiving services, while working with staff who are making transitions in their careers.

Another area that has received attention in the past week has been in our financial area. As the closeout for 2014 was completed, an adjustment was needed to balance the budget which will result in an anticipated transfer of just over \$2.1 Million from existing fund balances. One of the areas involved in this was the Community Treatment Center, and Bay Haven (Community Based Residential Facility) in particular due to a lower than expected census. Other areas included changes in the State of Wisconsin Managed Care Reimbursement (WIMCR) calculation, higher than expected placement costs in the adult behavioral health area, higher than expected placements for children, and lower than expected revenues in child care eligibility and certification claiming in income maintenance.

Finally, I want to thank Nancy Fennema for providing leadership as the interim Executive Director. Nancy has proven invaluable as I make the transition into the position by providing information, and sharing her knowledge of the department. She has been a welcoming presence over the past two weeks, as have so many staff members.

Respectfully Submitted By:



Erik Pritzl
Executive Director

NPC Monthly Report

1. **Patient Care Issues-** There has not been any concerns identified.
2. **Contracted Services Issues-** Continuing to progress towards purchase of Omnicell (automated dispensing machine). In discussion with Greenfield regarding OT (Occupational Therapy) services needs for the hospital.
3. **Summary of patient complaints-** There was on complaint from a BH client regarding services received from her SW. There was one complaint from a NPC client upset that he could not use his cell phone to email. These complaints are being investigated and are tracked and trended through the QAPI committee.
4. **Federal/State Regulatory Concerns-** Auditing continues to be completed to monitor progress with our accepted state plan of correction. Working on the Federal plan of correction currently. Anticipate a follow up Federal survey in May.
5. **Approval of Medical Staff appointments-** Nothing to report at this time.
6. **Other Business-** Nothing to report at this time.

Prepared by Michelle Hermes RN, BSN, DON

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 19, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, TIM NIXON, and JOHN VAN DYCK

EXCUSED: CHAD BIANCHI, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff). Kristen Hooker, Brown County Deputy Corporation Counsel.

CALL TO ORDER

Vice-President Carla Buboltz called the meeting to order at 5:18 p.m. and welcomed Brian Simons to the library.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda.

B. Minutes There were no changes to the minutes. B. Nielsen asked to be briefed on the Trane presentation and the two budget adjustments since he was not in attendance at the February meeting. **Motion** by T. Nixon, seconded by N. Jeske, to approve the February meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the Board.

IV. LIBRARY BUSINESS

A. Information Services Report The February Information Services Report was presented and there were no questions. L. Denault mentioned that the format may be changing in the future.

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. The numbers on the annual report did not change. Payment for out of county chargebacks from Kewaunee County was received. **Motion** by N. Jeske, seconded by T. Nixon, to approve the unaudited December, 2014 financial statements and December, 2014 and January and February, 2015 Gift, Grants and Donations as follows:

Gifts & Donations

12/01/14	Central Donation Box (various donors)	13.39	Children's Garden
12/11/14	Roberta Kirchoff	50.00	Children's Materials
12/11/14	Rhoda Esson	500.00	Large Print Materials
12/11/14	John Bettinger	50.00	Adult NonFiction Materials
12/11/14	Maurice & June Robinson Family Foundation	4,000.00	Library Improvements
12/11/14	Friends of the Brown County Library	170.61	Every Child Ready to Read
12/11/14	Friends of the Brown County Library	17.50	East Event
12/18/14	Michael & Susan Smullen	1,000.00	Kress Children's Materials
12/26/14	Donald & Patricia Jensen	100.00	Ash. Library Improvements
12/26/14	Bay Care Neuro Surgeons	350.00	Children's Classes & Events
12/31/14	Dennis Keyzer	60.00	Library Improvements
12/31/14	Anna Mae Petrusha	25.00	Book on CD
12/31/14	Michael Wozniak	200.00	Kress Children's Materials
12/31/14	Friends of the Brown County Library	3,771.02	Class & Event Supplies
12/31/14	Jennifer & Jon Houtman	25.00	Adult Materials
12/31/14	Anonymous	100.00	East Library Improvements
12/31/14	FBCL/Wrightstown Area Library Committee	7,997.82	Wrightstown Operating Exp.
12/31/14	Friends of the Brown County Library	1,145.14	Ira Berkow Event
12/31/14	Friends of the Brown County Library	904.61	Class & Event Supplies
12/31/14	Friends of the Brown County Library	(476.36)	Director Search
12/31/14	Branch Buddies of Brown County Library	253.25	Class & Event Supplies
12/31/14	Northeast Wisconsin Intertype Libraries (NEWIL)	250.00	Continuing Education

12/31/14	Friends of the Brown County Library	386.33	Class & Event Supplies
12/01/14	Ashwaubenon	29.71	Donation Box
12/01/14	Bookmobile	6.59	Donation Box
12/01/14	East	95.27	Donation Box
12/01/14	Weyers/Hilliard	57.57	Donation Box
12/01/14	Central Circulation		Donation Box
12/01/14	Kress	68.59	Donation Box
12/01/14	Pulaski	18.62	Donation Box
12/01/14	Southwest	37.55	Donation Box
12/01/14	Wrightstown	32.24	Donation Box
	Total Donations	\$ 21,239.45	

Federal & State Grants

12/31/14	Nicolet Federated Library System	3,722.17	Collection Development
12/31/14	WI Dept of Public Instruction (LSTA)	11,155.58	Early Literacy Challenge
	Total Grants	\$ 14,877.75	

01/15/15	James Sawyer	50.00	Southwest Class/Event Supplies
01/15/15	Friends of Brown County Library	3,877.18	Class/Event Supplies
01/22/15	Friends of Brown County Library	199.99	Pulaski Class/Event Supplies
01/29/15	Joseph McGauran - In Memory of Donna Dacey	50.00	Adult NonFiction Materials
01/01/15	Ashwaubenon		Donation Box
01/01/15	Bookmobile		Donation Box
01/01/15	East		Donation Box
01/01/15	Weyers/Hilliard		Donation Box
01/01/15	Central Circulation		Donation Box
01/01/15	Kress		Donation Box
01/01/15	Pulaski		Donation Box
01/01/15	Southwest		Donation Box
01/01/15	Wrightstown		Donation Box
	Total Donations	\$ 4,177.17	

02/01/15	Central Donation Box (various donors)	36.03	Children's Garden
02/05/15	Friends of Brown County Library	1,962.96	Class & Event Supplies
02/05/15	Wisconsin Library Services	100.00	MOOC Project
02/05/15	Focus on Energy	275.00	Kress Furnace
			Genealogy/History
02/26/15	Local History & Genealogy Participants	20.00	Materials
			Genealogy/History
02/26/15	Robert Zodrow	15.00	Materials
02/01/15	Ashwaubenon	65.18	Donation Box
02/01/15	Bookmobile	2.00	Donation Box
02/01/15	East	29.91	Donation Box
02/01/15	Weyers/Hilliard	33.78	Donation Box
02/01/15	Central Circulation		Donation Box
02/01/15	Kress	15.03	Donation Box
02/01/15	Pulaski	7.70	Donation Box
02/01/15	Southwest	9.18	Donation Box
02/01/15	Wrightstown	12.46	Donation Box
	Total Donations	\$ 2,584.23	

Federal & State Grants

2/28/2015	Nicolet Federated Library System	\$ 297.96	Collection Development
2/28/2015	Nicolet Federated Library System	190.00	Continuing Education

Total Grants

\$ 487.96

Motion carried.

C. APPROVE FINANCIAL SECRETARY'S REPORT

In C. Bianchi's absence, L. Denault reported and reviewed the following Special Library Funds as of 12/31/14:

Lester Wood Trust Fund \$ 18,929 designated for the maintenance of the Central Library Wood Memorial Garden:
Principle balance \$13,432 and interest balance: \$5497;

Fredericka Crane Trust Fund \$8812 designated for the purchase of art and music books:
Principle balance: \$8,604 and interest balance: \$208;

Coin-Op Fund \$78,999 established as a special fund for public use copy machines and printers.
Copy and print revenues were \$40,650 and expenditures totaled \$20,653;

Monies held at the Greater Green Bay Community Foundation are for library improvements.

Motion by N. Jeske, seconded by B. Nielsen, to approve the Financial Secretary's report. **Motion carried.**

D. APPROVE UPDATED EMPLOYEE LEAVE POLICIES A&B

In order to make the policy reflect practice, the Director recommended changing the language, "all employees," to "regular employees," in Employee Leave Policies A & B. **Motion** by N. Jeske, seconded by B. Nielsen to approve the language change of, "all" to "regular," in Employee Leave Policies A & B. **Motion carried.**

E. FACILITIES REPORT

1. Southwest Branch Addition Update C. Beyler reported that Administrative staff met with architect Ben Schenkelberg to review a paper draft of the plan. The Library requested and is expecting an electronic version of the plan to work with. Since a date was not determined for a presentation of the plan, J. Van Dyck suggested following up with Ben.

Other facility updates included countertop installation at Weyers-Hilliard; updates to check-out desks at Ashwaubenon and Pulaski were completed; and NFLS moved out of the Central Library's 3rd floor. Upcoming projects include staining the siding at Weyers-Hilliard; exploring a new audio system for the Central Library auditorium; adding card access at Ashwaubenon; and improving the lighting in the story room at Kress. Since no other groups have been shown the Central Library 3rd floor space recently, B. Simons suggested it may be time to schedule a Facility Committee meeting to further discuss strategy.

J. VanDyck asked C. Beyler for a recap on the expenditures related to the \$1.5M designated for Central Library repair. C. Beyler suggested contacting Public Works/Doug Marsh for that information since they were managing those related projects.

CLOSED SESSION:

V. OPEN SESSION: **Motion** by J. Van Dyck, seconded by N. Jeske, to move into closed session for discussion and possible motion to convene in closed session to confer with legal counsel in regards to pending Circuit Court Case No. 15-CV-92, entitled Brown County, et al. v. Outagamie County. Roll call vote: Aye: C. Bianchi, N. Jeske, B. Nielsen, T. Nixon, J. Van Dyck and C. Buboltz. Nay: None. **Motion carried.**

VI. CONVENE IN CLOSED SESSION to discuss and confer with Brown County Corporation Counsel in regards to Circuit Court Case No. 15-CV-92, entitled Brown County, et al. v. Outagamie County, pursuant to Wis. Stat. § 19.85(1)(g), which provides that "any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

VII. RECONVENE IN OPEN SESSION: **Motion** by J. Van Dyck, seconded by T. Nixon, to return to open session for discussion and possible action in regards to pending Circuit Court Case No. 15-CV-92, entitled Brown County, et al. v. Outagamie County. Roll call vote: Aye: C. Bianchi, N. Jeske, B. Nielsen, T. Nixon, J. Van Dyck and C. Buboltz. Nay: None. **Motion carried.**

VIII. BUDGET

L. Denault distributed a 2014 Project Detail report. The projects completed were funded by 2013 carryover. An estimate of 2014 carryover funds was also reported. The Board will take action on projects to be funded with the 2014 carryover at the April board meeting.

IX. OLD BUSINESS

A. Adjacent County Billing – Shawano County It was just learned and confirmed by the Department of Public Instruction (DPI) that Shawano County can be billed for library service provided to Shawano County residents in Brown County. Letters have been sent informing libraries in adjacent counties that their county will be billed. While adjacent counties are also able to bill Brown County (per the new state statute) for services rendered to residents that reside in municipalities where there is not a library, the net effect is strongly suspected in Brown County's favor.

X. PERSONNEL COMMITTEE The next meeting is scheduled for Tuesday, April 7, 2015.

XI. NICOLET FEDERATED LIBRARY SYSTEM No update.

XII. PRESIDENT'S REPORT There was not a report from the President but V.P., C. Buboltz thanked those who supported the Evening in Tuscany fundraiser to support the Wrightstown Branch Library. Over \$14,000 was raised.

XIII. LIBRARY DIRECTOR'S REPORT B. Simons talked about his visits to branches and with staff and noted that the library has an amazing staff full of energy and expertise and feels confident that amazing things can be accomplished. He also mentioned the many meetings he has had with community leaders and officials (more coming!). He will prepare a SWOT analysis to present to the Board at the April meeting. He has a long project list that, together with the management team, will be prioritized. B. Simons also reported that he had attended a BCTS steering committee meeting in place of K. Pletcher where it was hinted that a 9-14% increase in BCTS' budget was proposed and without that, a decrease in services provided by BCTS could take place. Discussion took place about evaluating IT services received and it was suggested that a consultant be hired to examine current IT services. In 2017, BCTS will be evaluating the cost formula used to determine chargebacks. At present, there are no savings by going to a cloud environment (the PCs/Staff ratio does not change).

In other library business, B. Simons discussed the elimination of shared headphones used at public computers and with laptops. Effective April 10, the library will no longer provide shared headphones, rather, new earbuds that patrons can keep, will be sold for \$1.50/pair.

Mr. Lyle Wilquet, who previously challenged a DVD in the library's collection and would like it removed, has again brought his request to the County Board. Since Mr. Wilquet spoke during Open Forum at the County Board meeting (3/18) and Supervisor Van Dyck reminded that no action could be taken, Supervisor Zima suggested that a communication be developed and forwarded to the County Board for the Education and Recreation Committee regarding Lyle Wilquet's request.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. MEETING SUMMARY/NEXT MEETING PLANNING

XVI. ADJOURNMENT

Motion by, seconded by, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:37p.m.

NEXT REGULAR MEETING

April 16, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tues March 10th, 2015 @13:30 pm, at De Pere City Hall.

PRESENT:, Leon Engler, Paul Gazdik, Dan Kane, Steve Johnson, Melissa Spielman, Tom Collins, Mark Thiry, David Litton, Jeremy Klingbeil, Mike Schoen, Emery Cooner

1. CALL MEETING TO ORDER:

The meeting was called to order by Tom Collins at 13:31.

2. APPROVAL OF AGENDA:

A MOTION WAS MADE TO APPROVE THE AGENDA, Leon Seconded Vote taken, MOTION CARRIED UNANIMOUSLY

3. APPROVAL OF MINUTES:

A MOTION WAS MADE TO APPROVE THE MINUTES, Mark Seconded Vote taken. MOTION CARRIED UNANIMOUSLY.

4. LEPC Round Table

- Nothing reported from Tom Collins.
- Nothing reported from Mike Schoen.
- Chief Litton reported concerns over losing the grant-funded reverse 911 system.
- Leon Engler reported the Salvation Army is reorganizing their Disaster Service area due to retirements of personnel. Updated information will be forwarded to EM.
- Commander Mark Thiry reported a tabletop meeting with the 432nd Civil Affairs Battalion. They talked about capabilities available for an ebola outbreak.
- Steve Johnson reported on his experience as a patient during the ebola exercise. He also reported on the CDC funding opportunities throughout the country for ebola preparedness.
- Nick from the Red Cross reported partnering with GBMFD with a smoke detector campaign. They are also following up with the local health departments in developing a family assistance center(s).
- Jeremy Klingbeil reported that they are working on a substation project on site.
- Nothing reported from Paul Gazdik
- Nothing reported from Emery Cooner.

5. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION COMMITTEE (PIE)

- PIE did not meet in the month of February because the Public Health Department was conducting a full-scale Ebola exercise with St. Vincent and Bellin Hospitals on the 10th.
- The Chair position remains open at this time. An email will be sent to all LEPC members with requests for nominations. All nominations should be forwarded to Paul.

- B. EXECUTIVE COMMITTEE
- Request for members to review and update the current LEPC list. The updated list will be available on the LEPC website.
 - Discussion regarding nominations for LEPC Emergency Coordinator, LEPC Information Coordinator, and LEPC Compliance Inspector as outlined in the Brown County Local Emergency Planning Committee Bylaws. The stated positions are by appointment.
 - **A MOTION WAS MADE TO APPOINT THE BROWN COUNTY EMERGENCY MANAGEMENT DIRECTOR AS LEPC EMERGENCY COORDINATOR, Tom Seconded, Vote Taken, MOTION CARRIED UNANIMOUSLY**
 - **A MOTION WAS MADE TO APPOINT THE BROWN COUNTY EMERGENCY MANAGEMENT COORDINATOR AS LEPC INFORMATION COORDINATOR, Mike Seconded, Vote taken, MOTION CARRIED UNANIMOUSLY**
 - **A MOTION WAS MADE TO APPOINT A WISCONSIN EMERGENCY MANAGEMENT REPRESENTATIVE AS LEPC COMPLIANCE INSPECTOR, Jeremy Seconded, Vote Taken, MOTION CARRIED UNANIMOUSLY.** The WEM representative is Kate Vogel who oversees WHOPRS program.
- C. PLANNING COMMITTEE
- BCEM Intern, Dan Kane did PPT on the De Pere Foundry in De Pere. There was discussion regarding sheltering of the population during a chemical release and options for community education and/or alerting. Brown County Emergency Management currently uses the IPAWS (Integrated Public Alert & Warning System).

6. OLD BUSINESS/OTHER BUSINESS

- A. ARES/RACES UPDATE
- No representatives were available
- B. RECENT SPILLS
- Paul reported 3 recent spills in the County. WPS had an oil spill, B/P reported a diesel spill, and an organic digester had reported a waste water spill.
- C. PUBLIC/PRIVATE PARTNERSHIP
- No representatives were available
- D. EM REPORT
- The EOC was being used by the Regional Hazmat team for a three-day training session on Radiation detection.
 - Paul reported the follow-up from the St. Mary's evacuation incident. 50 patients were evacuated and transported in under 3 hours.
 - BCEM participated in a full scale exercise on Feb 10th with the Brown County Public Health Dept. Paul would like to thank Dan Kane and Steve Johnson for their participation as patients in the exercise. An After Action Report will be available.
 - BCEM will be working with De Pere Fire and Police Departments to coordinate a MCI drill on April 30th. The response will be to an

active shooter incident at the St. Norbert College campus. The Brown County Dispatch Center and Regional Trauma Advisory Committee will also be involved with the exercise.

- There will be an Active Shooter Training, sponsored by the Wisconsin Department of Homeland Security on May 19th and 20th. The training will be for all interested public and private agencies and will be held at UWGB.

7. PUBLIC COMMENT

- None

8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

9. ADJOURN

A MOTION WAS MADE BY TO ADJOURN AT 14:23 P.M. 2ND Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Melissa Spielman
EM Coordinator